

DOCUMENTS TO BE SUBMITTED FOR REVIEW
CHECKLIST
(In-State laboratories seeking initial certification)

Submit the following documents to the ISDH Microbiology Certification Office to be reviewed:

- ☐ Quality Assurance Plan *
- ☐ Standard Operating Procedures Manual (may be included in the QA Plan or written separately) *
 - Analytical Methods Procedures
 - QC Policy/Procedures
 - Equipment/ Supplies Calibration and Maintenance Procedures
 - Matrix (Sample) Procedures
 - General Lab or Miscellaneous Policy/Procedures
 - LIMS (Lab Information Management System) or Data Handling Procedures
- ☐ 3-months QC records
- ☐ Personnel qualification records (Education diploma, training certificates, etc.)
- ☐ Most recent proficiency test (Performance Evaluation) results
- ☐ Reagent-grade water tests for metals and/or bacteriological quality (if applicable)

* These manuals may be submitted in advance of the other documents to be reviewed

After documents are reviewed and approved, forward the following (to be sent to applicant after initial contact):

- ☐ Indiana Water Microbiology Lab registration form
- ☐ Pre-survey checklist